

Memorandum

TO: Public Works Staff

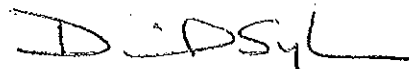
FROM: David Sykes

**SUBJECT: DELEGATION OF AUTHORITY
FOR CHANGE ORDERS**

DATE: 01-24-11

This memo delegates the Director's authority to approve changed orders for Public Works construction contracts in accordance with the Department of Public Works Change Order Policy as follows:

1. **Assistant Director/Deputy Directors of Public Works:** Same authority as the Director of Public Works, with the additional requirement that the Assistant/Deputy Director notify the Director by email within 24 hours of executing any change order with a value of \$50,000 or more.
2. **Division Managers:** Authority to sign for the Director of Public Works as follows:
 - A. **CONTRACTS UP TO \$100,000:** Same authority as Director of Public Works.
 - B. **CONTRACTS OF \$100,000 OR GREATER:** For contracts in amounts of one hundred thousand dollars (\$100,000) or greater, Division Managers may approve change orders conforming to the following:
 1. Individual CCOs of not more than twenty thousand dollars (\$20,000) and;
 2. The aggregate of all Division Manager approved change orders for a single contract shall not exceed the lesser of 5% of the original contract amount or the Council approved contingency amount.
 3. The aggregate of all Division Manager approved time extensions for a single contract shall not exceed 30 days.
3. **Section Managers:** For all Public Works Contracts, at the discretion of the Division Manager, Section Managers may approve individual change orders of not more than \$5,000 and/or 10 days, and the aggregate of all Section Manager approved change orders for a single contract shall not exceed the Director's Authority or the Council approved contingency or \$20,000 and/or 10 days, whichever is less.



David Sykes
Acting Director of Public Works